

**STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road - P.O. Box 269101
Sacramento CA 95826-9101**

CAAG-SP

4 January 2010

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty (SAD) Vacancy Announcement 2010-01 - Expires 19 January 2010

1. The Military Department is accepting applications for the State Active Duty temporary position indicated below. This appointment will be at least three months and provides full benefit status for the appointee and their beneficiaries. Continuation and subsequent extension of service of the selected applicant will be determined by their individual performance of duty and continuation of the funding. This announcement will expire **19 January 2010** unless sooner rescinded. *The applicant selected for this position will be paid at their federal or California State Military Reserve pay grade, not to exceed E-6.*

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to paragraphs 3, 4, 5 and the suggested check sheet provided at the end of this announcement.

a. TITLE and PAY GRADE:	Military Department Inspector General NCO (SAD E-6)
b. EMPLOYMENT LOCATION:	JFHQ, Sacramento CA
c. PROJECTED EMPLOYMENT DATE:	7 February 2010
d. SELECTING SUPERVISOR:	Military Department Inspector General

3. The basic qualification requirements are:

a. Military: Members of the active or retired California National Guard in the grades of E-5 through E-7 may apply. An active member of the California State Military Reserve in grades of E-5 through E-7 may apply.

b. Education/Experience: Completion of military education and civilian requirements commensurate with the grade of the applicant is required. Successful completion of appropriate level of NCO military education is desirable. **Attach a copy of appropriate military certification completion for your federally or State Military Reserve recognized grade.**

c. Military Assignments: Assignments appropriate to the grade of the applicant.

d. Communication Skills: Must possess excellent written and verbal communication skills and have the ability to communicate effectively with individuals at all levels in both civilian and military organizations.

e. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. **Attach a copy of your military component's verification of these requirements.** If a current member of the California State Military Reserve or a Retired California Army/Air National Guardsperson, complete and sign our height, weight and military appearance verification form available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> that indicates your current medical fitness.

CAAG-SP

SUBJECT: State Active Duty (SAD) Vacancy Announcement 2010-01 – Expires 19 January 2010

- f. Appropriate military uniform with federally recognized rank will be worn in accordance with military regulation.
- g. Must have knowledge of JFHQ, I.G., and EO/EEO administrative policies and procedures.
- h. Must be knowledgeable of military customs and regulations.
- i. Must have the ability to handle confidential I.G. information, including special I.G. file security systems.
- j. Must be knowledgeable of ARNG/ANG Command and components.
- k. Must be able to use Army Correspondence system.
- l. Must be able to perform duty during irregular hours and on weekends, as well as be able to travel overnight when necessary.
- m. Must qualify for security clearance at Secret level and be able to pass a National Agency Check.

4. Desirable qualifications include:

- a. Demonstrated ability to make accurate decisions, exercise sound judgment and organize major headquarters division administration and manage suspense activity.
- b. Possess knowledge of the California National Guard command structure and its Directorates, Offices and related staff functional activities.
- c. Ability to interpret regulations and laws related to case work.
- d. Transcription abilities is desirable.

5. Principal Job Functions:

The incumbent works under the guidance and supervision of the Military Department Inspector General, who is assigned to the Adjutant General's Personal Staff and performs the following duties:

- a. Performs I.G. case work, including I.G. requests for assistance and inquiry/investigations.
- b. Screens incoming correspondence and refers to appropriate staff members for reply and follows up to insure deadlines are met. Prepares correspondence and reports.
- c. Screens a variety of visitors and telephone calls, and where appropriate, refers to other staff members or personally provides information on established agency programs and policies.
- d. Transcribes interview information and testimony.
- e. Attends meetings and conferences, taking and/or summarizing notes into minutes for distribution.
- f. Coordinates schedules and de-conflicts meetings, appointments and trips.
- g. Prepares military and non-military correspondence for executive signature.
- h. Maintains strict confidentiality of information in this position. ***Failure to do so will result in termination and/or UCMJ administrative or disciplinary action.***
- i. Participates, when necessary, in interviews.
- j. Performs other duties as assigned.

6. Reimbursement for moving and relocation expenses *will not* be paid.

7. The applicant selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Program, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

CAAG-SP

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8. Interested applicants should submit a completed OTAG Form 900-8 (SAD Appointment Application), along with all required supporting documentation, to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAAG-SP, #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAJS-SP Web Site at <http://www.calguard.ca.gov/casp/jobs/sad/> or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Applications must be received in the State Personnel office no later than the close of business on 19 January 2010. Applications will not be accepted via fax or email.**

FOR THE ADJUTANT GENERAL:

Jeffrey W. Magram (4 Jan 10)
JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

The following is a suggested check sheet to assist applicant with submission of a complete and accurate application. Explain all negative responses.

Submission Requirements	Self Check
Have you completed and signed your application form?	
Have you attached a copy of your civilian & military educational documents?	
Have you attached a copy of your height, weight & physical test verifications?	